

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DCD13914013  
POSITION NO: 243537  
POSITION TITLE: Accountant

DATE POSTED: 06/26/17  
CLOSING DATE: 07/10/17

DEPARTMENT NAME / WORKSITE:	DCD/Administrative Service Center - Crownpoint, NM		
WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input type="checkbox"/>	GRADE/STEP:	<u>AB63A</u>
WORK HOURS: <u>8 am - 5 pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: <u>          </u>	\$ <u>37,065.60</u> PER ANNUM
	SEASONAL: <input type="checkbox"/>	DURATION : <u>          </u>	\$ <u>17.82</u> PER HOUR
	<b>TEMPORARY:</b> <input checked="" type="checkbox"/>		

**DUTIES AND RESPONSIBILITIES:**

Performs a wide range of detailed complex accounting and advisory functions pertaining to Administrative Service Center; ensures expenditure control and compliance with funding and reporting requirements and applicable accounting procedures; reviews and approves expenditures, personnel and purchasing documents for availability of funding, mathematical accuracy and compliance with established accounting principles, policies and objectives.

Interprets data and points out trends or deviations from standards; prepares accounting reports and statements, such as detailed cost and financial analysis, forecasts and projections reflecting interrelationships for accounting data; prepares journal entries, maintains complex ledgers, prepares detailed cost accounting information; reconciles and analyzes reports and ledgers.

Monitors compliance with Generally Accepted Accounting Principles (GAAP) and Navajo Nation regulations; researches, analyzes and uses independent judgment in a variety of daily and non-routine decisions affecting assigned functions; reviews statements of accounting information and other reports provided by the Navajo Nation general ledger accounting system.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A Bachelor's degree in Accounting, Finance, Business Administration or closely related field; and one (1) year of accounting experience.

**Special Requirements:**

- Possess a valid state driver's license.
- A favorable background investigation is required.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of Generally Accepted Accounting Principles (GAAP).

Knowledge of public relations/customer service principles, practices and techniques.

Knowledge of computerized accounting systems and applications including general software applications.

Knowledge of accounting principles, practices and procedures.

Skill in developing and monitoring complex multi-fund and source budgets using automated spread sheet and word processing systems.

Skill in communicating technical concepts, both orally and in writing.

Skill in establishing and maintaining effective working relationships.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**